



WILLIAM A. BELL, SR.
MAYOR

CITY OF BIRMINGHAM

FINANCE DEPARTMENT

PURCHASING DIVISION

P-100 CITY HALL
710 NORTH 20TH STREET
BIRMINGHAM, ALABAMA 35203-2227

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J. THOMAS BARNETT, JR.
FINANCE DIRECTOR

RON NICKEL
PURCHASING AGENT

WILLIAM E. CAFFEE
ASSISTANT PURCHASING AGENT

October 4, 2016

INVITATION TO BID #16-59

Sealed bid for document scanning services for a period of one (1) year renewable annually for a second and third year and month to month thereafter upon mutual agreement of both parties, for the City of Birmingham, will be received by the Purchasing Agent, Room P-100 First Floor City Hall, Birmingham, Alabama, until 2:00 p.m., October 26, 2016, at which time and place they will be publicly opened and read.

Bidders wishing to bid can download the complete solicitation including the specifications and bid forms via the internet at www.birminghamal.gov (go to link titled Bidding Opportunities), or by visiting the Purchasing Office at the address shown above, or by calling (205) 254-2265, fax (205) 254-2484 and requesting a copy be mailed to you. Any addenda will be available on the internet. Bidder is responsible for checking the website for addenda until bid opening date. Addenda will be mailed to only those vendors who were provided a copy in person or by mail.

Bids are to be submitted on the bid form provided, and all quotations are to be f.o.b. Birmingham, Alabama delivered.

It is required that the bidder submits with his bid a certified check, a cashier's check or a bid bond payable to the City of Birmingham in the amount of \$500.00. In order for any bid award to be considered, it must be accompanied by an acceptable bid bond or check. Bid bond checks will be returned to all unsuccessful bidders after formal award is made and to the successful bidder after acceptance of award. Should the successful bidder fail to accept the award, the bid bond or check shall be forfeited.

The City follows a policy of nondiscrimination. No contractor with the City should discriminate on the basis of race, sex, religion or national origin. Failure by the Vendor to carry out these requirements is a material breach of its obligations, which may result in its termination or such other remedy as the City deems appropriate.

No bid may be withdrawn for a period of sixty (60) days after the date of the bid opening.

The City reserves the right to reject any or all bids submitted in whole or part, and to waive any informalities.

Bid must be submitted in a sealed envelope marked, "**SEALED BID - DOCUMENT SCANNING SERVICES - 2:00 P.M., 10/26/16**". Bids may be hand delivered to Room P-100 First Floor City Hall, Birmingham, Alabama, or mailed to City of Birmingham, P.O. Box 11295, Birmingham, Alabama 35202-1295. (DO NOT MAIL BIDS TO ROOM P-100 FIRST FLOOR CITY HALL). However, bids sent by any express carrier (Federal Express, UPS, DHL, etc.) must be mailed to 710 North 20th Street, and specify delivery to P-100 First Floor City Hall.

It is the bidder's responsibility to make sure that his bid is in the possession of the Purchasing Agent on or before 2:00 p.m., October 26, 2016. Bids received after this time will not be considered.


W. E. Caffee, Assistant Purchasing Agent

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B.N. 10-12-16

**SPECIFICATIONS FOR DOCUMENT SCANNING SERVICES
FOR THE CITY OF BIRMINGHAM, AL**

GENERAL: The City of Birmingham is seeking bids for an annual contract for document scanning services, for a period of one (1) year renewable annually at prices originally bid for a second and third year and month to month thereafter, upon mutual agreement of both parties. Award will be made to the lowest priced responsive, responsible bid submitted based on a total lot basis.

The City reserves the right to conduct an on-site pre-award survey of the bidder offices and equipment to verify that the bidder meets all specifications and requirements.

Municipalities are not liable for sales tax: reference Code of Alabama Section 40-23-4. Costs normally considered pass through costs (property tax, use tax, delivery charge, etc.) to the customer by the provider must be included in any fee proposed (Code of Alabama Section 40-12-222). For the purchase of personal property, the City's policy is to apply a local preference option, as allowed by State of Alabama Code, Section 41-16-50, in determining the low bidder.

Bidders are required to provide an original and two (2) copies of the bid.

The City will issue purchase order(s) to the successful bidder for the goods and/or services (bid items) that are the subject of the bid. Unless otherwise agreed in writing that is signed by both parties, the entire agreement between the City and the successful bidder concerning the bid items is comprised of the terms, conditions, specifications and requirements stated in (a) the contemplated purchase order(s), (b) this Invitation to Bid and Specifications and (c) your bid (collectively, the "Contract Requirements"). These writings supersede all former proposals, offers, negotiations, representations or agreements, either written or oral, concerning the provision of vendor's goods and/or services. By acceptance of the City's purchase order(s), the successful vendor agrees to abide by and perform its responsibilities related to the bid items in compliance with the Contract Requirements.

In order for any bid award to be considered your bid must have been accompanied by an acceptable bid bond, certified check or cashier's check in the amount of \$500.00 payable to the City of Birmingham. Bid bond checks will be returned to all unsuccessful bidders after formal award is made and to the successful bidder after acceptance of award. Should the successful bidder fail to accept the award, the bid bond or check shall be forfeited.

Successful bidder shall not assign this contract to any other party without prior written approval of the City of Birmingham. Contract shall not be assigned to an unsuccessful bidder who was rejected because he was not a responsive or responsible bidder.

The contract shall become effective from the date noted in the Notification of Award letter, which will be mailed to the successful vendor.

The City's standard payment term is Net-30 Days from acceptance. Exception may be allowed for discounted early payment, such as 2%-10, Net 30 Days. The reference date for all such discounted early payment terms will be the date the invoice is received or the date the goods are received, whichever is later. In the event of a dispute the City's records shall prevail. **The City will not consider any bids requiring C.O.D. payments.**

Any questions concerning these specifications should be addressed to the Purchasing Division, phone (205) 254-2265, fax (205) 254-2484, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m.

Failure to adhere to any or all terms, conditions, and specifications as set forth in the contract may result in the immediate termination of the contract. Should termination occur, the holder of the contract may be declared a "non-responsible vendor". This declaration may result in the rejection of any future bids submitted by the vendor for a period of time to be determined by the City.

Bidder (and its employees, agents and any subcontractors) shall not discriminate on the basis of race, color, national origin, or sex in the performance of the services contemplated hereunder. Failure by the bidder to carry out these requirements is a material breach of its obligations, which may result in its termination or such other remedy as the City deems appropriate.

Bidder acknowledges and agrees that, consistent with federal law and City's public policy, it will encourage disadvantaged business enterprise (DBE) participation to the extent permitted by law. A "disadvantaged business enterprise" is a for-profit small business concern (i) at least 51% owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51% of the stock is owned by one or more such individuals; and (ii) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it. In accordance with federal law, a "socially and economically disadvantaged individual" includes African-Americans, Hispanic Americans, Native American, Asian-Americans, women, and any additional groups designated as socially and economically disadvantaged by the federal Small Business Administration.

Liability Insurance: For the duration of this contract and for limits not less stated below, the Contractor shall carry (i) general liability insurance (either primary or a combination of primary and umbrella coverage) with a maximum of \$1,000,000.00 for each occurrence and shall include, but not be limited to, personal injury, property damage, vandalism, property loss and theft; (ii) comprehensive automobile liability insurance concerning owned and rented vehicles operated by the Contractor with limits of not less than \$1,000,000.00 bodily injury per occurrence, \$1,000,000.00 property damage or combined single limit of \$1,000,000.00; and (iii) Workman's Compensation coverage in an amount adequate to comply with the statutory requirements. The City's bid number (16-59) must appear on any/all copies of the certificate of insurance.

All such insurance shall be provided by a policy or policies issued by a company or companies qualified by law to engage in the insurance business in the State of Alabama with a rating of B+ or better according to the most current edition of Best's Insurance reports. Bidder is to provide written documentation of the company's rating with their bid.

The Contractor may use umbrella or excess liability insurance to achieve the required coverages, provided that such umbrella or excess insurance results in the same type of coverage as required for the individual policies. These insurance requirements are in addition to and do not affect any indemnification obligation of the Contractor herein.

City Additional Named Insured: Except for Worker's Compensation coverage, all coverages shall contain endorsements naming the City, and its officers, employees and agents as additional named insured with respect to liabilities that arise out of and result from the operations of the Contractor or the performance of its work.

The additional named insured endorsement shall not limit the scope of coverage to the City to vicarious liability, but shall allow coverage for the City to the fullest extent provided by the policies. Such additional insured coverage shall be at least as broad as Additional Insured endorsement from ISO, CG 2010.1185.

Policies Primary: All insurance policies required herein are to be primary and non-contributory with any insurance or self-insurance program administered by the City.

Waiver of Subrogation: Contractor shall require the carriers of the above-required insurance coverage to waive all rights of subrogation against the City, and its officers, employees, agents, contractors and subcontractors. Further, Contractor hereby waives any rights of subrogation against the City. All general or automotive liability coverage provided herein shall not prohibit the Contractor or its employees, agents or representatives from waiving the right of subrogation prior to loss or claim.

Proof of Coverage: Before the commencement of services or work hereunder, the Contractor shall provide the City a certificate(s) of insurance and endorsements (including the additional insured endorsements) evidencing compliance with the requirements in this section. Evidence of insurance will not be accepted on a per event basis. These certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days advance notice to the City. In the event that the City is not notified that any of the coverage required herein is to be cancelled or changed in such a manner as not to comply with the requirements of this Contract, the Contractor shall, within fifteen (15) days prior to the effective date of such cancellation or change, obtain and provide the City with binder(s) of insurance evidencing the re-establishment of the insurance coverage required herein.

Indemnification: Vendor(s) shall defend, indemnify, and hold harmless the City of Birmingham, and its agents, employees and officials (hereinafter the "Indemnitees") from and against all demands, actions, damages, judgments, expenses (including but not limited to attorneys' fees, expert fees, court costs and other litigation costs), losses, and claims (including those for bodily injury, sickness, disease or death, or to injury to, destruction or loss of use of tangible property) (collectively hereinafter "Claims") by any third parties (including any employee, subcontractor or representative of the Vendor, hereafter a "Vendor Representative") that arises out of, relates to, results from, or is attributable to any of the following: (a) Vendor's performance or failure to perform its obligations hereunder; (b) any conditions in or about the work sites that the Vendor or any Vendor Representative may encounter; or (c) the use or occupancy of the work sites by Vendor or any Vendor Representatives. This indemnification obligation includes Claims that are caused in part by the negligence of an Indemnatee(s); provided nothing herein shall obligate Vendor to indemnify any of the Indemnatee(s) for Claims resulting from the sole negligence or from the willful misconduct of the Indemnatee(s).

Safety: The successful vendor(s) ("Vendor") warrants that it has inspected or will inspect the work sites before performing the services and work contemplated hereunder ("services"). Vendor(s) further warrants that it has not identified any condition or hazard that will prevent it from performing the services in a manner that does not endanger persons or property. Vendor(s) is exclusively responsible for performing the services in a safe manner that does not put at risk the safety of persons (including its own employees or representatives) or endanger property. Vendor(s) shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury or loss to: (i) all its employees and all other persons who may be affected by the services; (ii) all the services and all materials and equipment to be incorporated therein, whether in storage on or off the work sites, or under the care, custody or control of the Vendor(s) or any of its subcontractors; and (iii) other property at the work sites or adjacent thereto. Vendor further agrees to comply with all provisions and requirements set forth in applicable laws, ordinances, rules, regulations and orders of any public authority having jurisdiction over safety of persons or property or to protect them from damage, injury or loss.

Contract award to purchase the service covered in this bid document shall be construed under and governed by the laws of the State of Alabama and each party hereto irrevocably agrees to be subject to the jurisdiction of the courts of the State of Alabama.

Successful bidder acknowledges and agrees that the City has the right to deduct from total amount of consideration to be paid, if any, to the successful bidder under this agreement all unpaid, delinquent, or overdue license fees, taxes, fines, penalties, and other amounts due the City from the successful bidder.

Any successful bidder who is not currently set up as a vendor in the City of Birmingham vendor file will be required to submit a completed W-9 tax form prior to any award. The W-9 tax form may be submitted with your bid or no later than seven (7) working days of receipt of notice of intent to award.

The City of Birmingham must have a copy of the successful bidder's current City of Birmingham business license prior to formal award of contract. Each bidder may submit a copy of his/her license along with his/her bid. However, bidder must provide a copy of his/her current business license no later than seven (7) working days of receipt of notice of intent to award. Failure to submit the requested information will result in the notice of intent to award being revoked.

Successful Vendor (located in the State of Alabama or located outside of the State of Alabama, but employs one or more employees within the State of Alabama) represents and warrants that it does not knowingly employ, hire for employment, or continue to employ an "unauthorized alien", as defined by the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535 (H.B.56) of the Alabama Legislature, as amended from time to time (the "Act") and that, during the performance of this contract, Vendor shall participate in the E-Verify program as required under the term of the Act. Vendor agrees to comply with all applicable provisions of the Act. As a condition for the award of any contract, Vendor shall provide documentation establishing that the Vendor is enrolled in the E-Verify program, or a signed, written statement that the Vendor does not have a presence (one or more employees) in the State of Alabama. Vendor may submit applicable documentation with his/her bid or no later than seven (7) working days of receipt of notice of intent to award. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the contract/agreement and shall be responsible for all damages resulting therefrom.

DOCUMENT SCANNING SERVICES BID SPECIFICATIONS

These vendor specifications encompass the digital scanning of sensitive government documents, requiring such operations as document preparation/unitization, disassembly of documents, hand-feeding of original documents, converting all scanned images to collaborate with the City of Birmingham's contract company's software. Vendors must have experience in the digital scanning of paper source documents, utilizing equipment and techniques consistent with all of the specifications named in this bid.

This project will consist of the conversion of drawings and documents into digital format, making them available for easy retrieval, reproduction and includes possibly providing the documents in other media formats approved by the City of Birmingham.

Where indicated, all participating bidders shall mark conspicuously if services stated are Available or Not Available; Vendor Complies - Yes or No. Pages containing this information are to be returned completed to the City of Birmingham along with the required bid form.

Definitions:

NOTE: Listed below are terms used in the bid document provided along with the definition of each term as it is used in the document.

- (1.) Document: defined as a double side page.
- (2.) Image: defined as a single side of a page.
- (3.) Sort Pockets: Sort pockets are used to automatically remove header sheets (so they can be re-used), or sort different styles of media in stack, or distinguish between different batches.
- (4.) Built-in paper jam recovery assistance: If there is a jam, the machine will stop immediately at the spot of the jam and all following documents will not be involved in the jam process thus preventing damage to the documents.
- (5.) Major percentage of the business operation: If a company provides different types of services, document scanning should be the largest percentage of the company's overall business ex: Document Storage 30%, Document Destruction 30% and Document Scanning 40%. At 40% document scanning is the major share of the company's business.
- (6.) Microfilm jacket scanning: Scanning the physical holder that the microfilm goes into.
- (7.) Indexing Key only and Indexing Double Entry: Key only gives you 98% accuracy and then a second persons keys in the same information to bring the accuracy to 99.8%. Usually used for critical fields needing double key verification, like at Municipal Court.
- (8.) Scan-On Demand: If a document is needed, the vendor must be able to locate and scan the document in their possession and send to the City on demand.
- (9.) Document Repair: defined as repairing torn documents – taping, mending and/or other commonly used methods.

Specifications of services rendered:

Scanning Facility: To maintain the City of Birmingham's standard of security for the prevention of possible loss or theft of private, confidential and/or privileged information contained in documents which may be scanned, the vendor shall perform all scanning in a facility with the following specifications.

Services Rendered	Available	Not Available
All scanning work is performed in a secure facility with twenty-four (24) hour surveillance and access control including a security system that is monitored by a central station and employs cameras, motion detectors, contacts, smoke detectors, card access points, chemical alarms, water flow alarms, security check-in area, inspected and tested fire suppression system, backup power generator, etc.		
Facility shall be NFPA (National Fire Protection Association) and local code compliant and be of concrete construction with proper fire walls and a quality inspected roof.		
All scanning work shall be performed by in-house employees who are bonded, background checked and drug tested. This shall include preparation, capture, indexing, quality control and output. (No part of the capture process should be outsourced to third parties. No "offshore" or "off-site" indexing without the prior approval of the City's Project Manager.)		
Fully HIPAA compliant		
Minimum Service Organization Controls (SOC) 2 Type 1 certification. A copy of vendor's current certified audit report must be submitted with bid response.		
Established document imaging facility in operation for at least three (3) years, within one hour drive time of City Hall. Proof of three (3) year establishment must be submitted with response.		
Senior management and operations personnel of established site above must possess proof of AIIM certifications for ECM and capture as of submission date.		
Vendor must provide ongoing training and education in security for all employees. Curriculum and proof of completion must be available upon request.		
Vendor must have formal security policies and procedures in place, and customer must have a full-time security officer, and security incident review team with defined incident reporting protocol. Policies and procedures must be submitted with response.		
Vendor must have local project manager accessible to be on site within 30 minutes for impromptu miscellaneous issue resolution.		

	Vendor Complies	
	Yes	No
<u>Security Standards:</u> The City of Birmingham expects the vendor to withhold all documents within their possession with the utmost security. While the City of Birmingham's documents are in the vendor's custody, such media shall not be accessible to the general public, nor to anyone that is not directly associated with completing the scanning project.		
Vendor shall not divulge any information present on the City of Birmingham's documents. Vendor shall hold all information in strict confidence. Vendor shall not use the confidential information for their own benefit or for the benefit of others. Vendor shall not disclose, distribute, or disseminate the confidential information or documents in any way to any third party. You must receive written authorization from the City of Birmingham Records Management division to have the original document destroyed by an agreed upon shredding service/method.		
Documents in the vendor's custody become the vendor's sole responsibility and shall be secured in a manner to protect them from potential natural disasters, acts of theft, acts of burglary, acts of terrorism and any other criminal acts.		

Camera & Output: The vendor shall provide the most advanced capturing equipment to gain the highest quality image from the scanning of the documents.

Initial Capture Specifications	Available	Not Available
JPEG - Color (24 bit).		
JPEG - Grayscale (8 bit).		
TIFF- Black & White (1bit).		
Optical DPI: 200/300.		
Ability to scale DPI from 100-600		

Image Output Specifications	Available	Not Available
Multi Page Tiff		
CCITT Group 4 Tiff Encoding		
JBIG2 Compression		
Multi Page PDF		
Searchable PDF		
PDF Compression Tools for Web Ready Images		
PDF/A		
Interpolated DPI: 100-600		
Ability to configure/produce delimited and XML file outputs without custom programming.		

Digital Scanning: The vendor shall maintain optimum image quality with continual monitoring and adjustment of the imaging process by the scanning technician to accommodate the varying characteristics of different document populations. The City of Birmingham requests the following operating specifications from bidder:

Services Rendered	Available	Not Available
Documents shall scan in the same order as they are physically batched, regardless of size and weight.		
The ability to automatically feed intermixed documents ranging from sizes as small as 2.5" x 3.25" to as large as 11" x 17" in the same batch.		
Page size 8.5" x 11" feeding speeds in excess of 400 pages per minute full duplex at 200 DPI without scaling resolution.		
Color and Black and White Scanning of wide format documents (ex: engineering drawings, etc.), up to at least ANSI size E.		
Software intelligence to automatically delete blank documents.		
Scanning of books bound and unbound.		
In-line inkjet numerical document identifier on each image enabling quick and easy retrieval of post scanned hardcopies. Must be able to include box numbers and process or scan dates.		
Ability to auto transfer images and data via FTP (SFTP) with automated notification systems for successful and failed transmissions.		
Ability to perform automated daily, weekly, and monthly document imaging reports.		
Resolution of scanned images range up to 600 DPI.		

Services Rendered		Available	Not Available
Frame/Border control and auto cropping on all sizing perimeters.			
Able to detect bends or “dog ears” on all four corners of a document at scan time.			
Automatic contrast control for scanned images.			
Capability to provide output to client in any format required whether in a customized direct file transfer, CD/DVD burn, or encrypted transfer to off-site electronic repository or “cloud”.			
On-line image access for client through a secure encrypted web portal.			
Remittance Processing Solution including automated creation and delivery of ICL.			
Minimum of three (3) years’ experience recording and inputting map data, including knowledge of engineering project terminology, surveying information such as township and range.			
Employees with knowledge of Microsoft Access.			
Document Scanning Capabilities	Maximum Size: 11.7” (28cm) in width & 17” (43cm) in length		
	Minimum Size: 3.25” (8cm) in width & 2.5” (6cm) in length		
	Maximum Thickness: 30 lbs or 0.10” (0.25cm)		
	Minimum Thickness: 13 lbs or 0.003” (0.075mm)		
	Wide Format (various sizes up to and including ANSI size E)		

Scanning Equipment: The vendor shall provide a scanner with the following features to ensure highest quality image:

Services Rendered	Available	Not Available
Feeder with automatic doubles detection		
Automatic deskew with skew detection		
2 or more sort pockets for multiple styles of media		
Image barcode reader w/ability to capture one or more 1D and 2D barcodes on the front and/or rear of document in a single scan		
Computer automated w/project preview option		
Built-in paper jam recovery assistance with average recovery time of less than 30 seconds		
Automatic Document Feeder w/high volume hopper capabilities		
The ability to be equipped with a non-contact MICR (Magnetic Ink Character Recognition) reader that can be configured to read magnetic ink running face-up or face-down		
Shall provide for programmable endorsement/printing before and/or after image capture		
Shall have a flat track scanning system to minimize number of bends for purposes of preserving fragile and historical documents		
Minimum rated speed of 250 pages per minute at 200-300 DPI for paper sizes up to 17" without software scaling		
Dog ear removal on output image		
Hole Punch Removal on output image		
Second pass blank page removal tool after image cleanup		
Character Smoothing		
Auto rotation of machine printed documents to a human readable orientation.		
Automatic Border Removal		
Ability to Overlay text on output images in a given location and orientation		
Ability to configure and automatically generate and send daily production reports.		
Automated internal email alerts for productivity issues when the system or human resources is/are not meeting intended goals or productivity metrics and schedules.		

	Vendor Complies	
	Yes	No
Software Compatibility: The City of Birmingham utilizes the Image Now/Perceptive Software for most departments and Laserfiche software used for document imaging drawings as well other department specific products. The vendor who receives the bid must have a minimum of ten (10) years' experience converting all scanned images to be used with Perceptive Software. Also, scans should be viewable by other non-proprietary products such as Microsoft Office Document Imaging and Adobe Acrobat.		
Facility: The vendor must have had local operations presence for a minimum of the past three (3) years.		
Indexing/Coding: It is anticipated that a minimal amount of basic document indexing and/or coding may also be required, including, but not limited to, entry of the document number, the document date, first author, first addressee and perhaps a few other fields, such as verbatim file name or document title, or document type.		

	Vendor Complies	
	Yes	No
<u>Document Non-Image Area and Boundary Determination:</u> The non-image area includes but is not limited to the edge of the paper, tears, holes, and cut-outs. Unless otherwise instructed, document boundaries shall be established using a single level of physical document boundary determination based upon the presence of binding elements such as staples, paper clips, rubber bands, etc.		
The contractor shall prepare the scanning project by removing staples, binders, and any other mechanical fasteners by marking the boundaries of documents with physical insertion of a header sheet.		
<u>Retrieval & Return:</u> The vendor shall be responsible for document pick-up from an approved City of Birmingham location. Upon scanning project completion, contractor will be responsible for returning all documents to the original location provided by the City of Birmingham.		
Documents will be maintained in such a manner as the vendor deems fit so that requests for specific documents from the City of Birmingham during the scanning project can be satisfied with on demand scanning or within one (1) business day.		
All documents, while being transported, will be in a secured environment with reasonable protection from damage due to elements, human error, and the other unforeseen threats.		
<u>Document Review/Sample, Reports:</u> The City of Birmingham reserves the right to request at any time a document imaging report, SOC (Service Organization Control), audit reports and a representative sample of the vendors scan and digitization process using a sample provided by the City of Birmingham. If requested, the sample must be received and approved before the bid is awarded.		
The successful bidder must have a minimum of three (3) years experience in the management and operation of a document scanning facility where document scanning is a major percentage of the business operation. Bidder is to supply at least three (3) references for document scanning services, consisting of company name, address, contact person and telephone number.		
Bidder's scanning facility must be located within City of Birmingham, Jefferson County, Alabama or within one hour normal drive time from Birmingham City Hall, 710 North 20 th Street, Birmingham, AL 35203 based on drive time calculations by MapQuest.		
Bidder is to provide a unit price for each item listed on the bid form for each of the columns defined by the specific volume range covered by that column for the unit of measure specified. Pricing will be calculated for each job as needed as defined by the City. Column volume range is to read: 1-100k reads one to 100k, 100k-200k reads one hundred thousand to two hundred thousand, etc.		
Each column will be totaled, using the unit price for each item. The totals for all columns along with the remaining items, which are also priced on unit price basis, will be combined to establish a grand total for all items (total lot price).		

NOTE: When contractor's personnel must be onsite, City will pay for parking, but contractor must submit parking ticket stub to indicate amount paid.

BID FORM

W. E. Caffee
Assistant Purchasing Agent
Birmingham, Alabama

Submitted below is my firm bid for document scanning services for one (1) year renewable annually for a second and third year and month to month thereafter upon mutual agreement of both parties, in accordance with your invitation to bid and specifications dated October 4, 2016. Prices quoted are in exact accordance with specifications except as listed below.

Document Scanning		Projected Volume per Job												
Document Scanning	Units of Measure	1-100k	100k-200k	200k-300k	300k-400k	400k-500k	500k-600k	600k-700k	700k-800k	800k-900k	900k-1ml	1ml-Great		
11 x 17 and Smaller														
Document Scanning	Per Image													
Indexing Key Only (avg. 15 characters)	Per Field													
Indexing Double Entry (avg. 30 characters)	Per Field													
Wide Format Drawings														
Document Scanning	Per Image													
Indexing Key Only (avg. 15 characters)	Per Field													
Indexing Double Entry (avg. 30 characters)	Per Field													
Microfiche Conversion														
Document Scanning	Per Image													
Indexing Key Only (avg. 15 characters)	Per Field													
Indexing Double Entry (avg. 30 characters)	Per Field													
Microfilm Jacket Scanning														
Document Scanning	Per Image													
Indexing Key Only (avg. 15 characters)	Per Field													
Indexing Double Entry (avg. 30 characters)	Per Field													
Column Total	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		

BID FORM cont'd

TOTAL COLUMN

1-100k	\$ _____
100k-200k	\$ _____
200k-300k	\$ _____
300k-400k	\$ _____
400k-500k	\$ _____
500k-600k	\$ _____
600k-700k	\$ _____
700k-800k	\$ _____
800k-900k	\$ _____
900k-1ml	\$ _____
1ml-Up	\$ _____

PROFESSIONAL SERVICES

Job Setup per hour	\$ _____ /hr
Standard Output per hour	\$ _____ /hr
Custom Output per hour	\$ _____ /hr
Project Management per hour	\$ _____ /hr
Custom Report per hour	\$ _____ /hr

MISCELLANEOUS

Courier Charge Pickup or Delivery - 1 st box	\$ _____ /trip
Each additional box	\$ _____ /bx
Document Repair	\$ _____ /hr
Scan On-demand Request per request - 1 st document	\$ _____ /document
Each additional document	\$ _____ /document
Document Prep - each image	\$ _____ /image
Document Reassembly - each document	\$ _____ /document
*Onsite Prep Services Per hour/person/regular workday 9 hours	\$ _____ /hr
Onsite Prep Services/overtime hour/person Over 9 hours/day	\$ _____ /hr

GRAND TOTAL

\$ _____

*9 hour/day includes one (1) hour lunch break and actual hours from time person arrives at jobsite until person departs jobsite.

REMINDER: It is required for any bid submitted that the bidder must submit with his bid a certified check, a cashier's check, or a bid bond payable to the City of Birmingham. In order for any bid award to be considered, your bid must be accompanied by an acceptable bid bond or check in the amount of \$500.00.

BID FORM cont'd

I hereby certify that we do not discriminate in employment of our personnel against any persons on account of race, creed, color, sex, or national origins, and acknowledge and agree that the City encourages minority and women-owned business participation to the maximum extent possible. This policy includes Historically Underutilized Business Enterprises such as architectural firms, engineering firms, investment banking firms, other professional service providers, and construction contractors as part of the City's business, economic and community revitalization programs.

EXCEPTIONS TO SPECIFICATION: (use extra pages if necessary)

Bidder acknowledges receipt of _____ addenda.
(addenda numbers)

This page must be returned with bid.

Date of Bid

Name (Print legibly or Type)

Company

Title

Street Address

Signature

City State Zip

Tax ID Number

Post Office Box (Zip if different from street address)

E-Mail Address

City State Zip

Telephone Number

Terms of Payment

Fax Number

Delivery Date

Website

IF AVAILABLE PLEASE SUBMIT COPY OF CURRENT CITY OF BIRMINGHAM BUSINESS LICENSE WITH THIS BID.

INDICATE THE FOLLOWING ADDRESSES IF DIFFERENT FROM ABOVE:

- 1. BID AWARD NOTICE ADDRESS**
- 2. PURCHASE ORDER ADDRESS**
- 3. REMITTANCE ADDRESS (and NAME if different than above)**